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File

Reports - 1

July - Dec. 58

29 August 1958

Chief, Management Staff

Chief, Records Management Staff

Weekly Report for Week Ending 27 August 1958

1. Contributions

a. Tangible

- (1) Twelve offices transferred 442 cu. ft. of inactive records to the Center; disposed of 145 cu. ft.; 307 cu. ft. accumulated for [REDACTED] 25X1A13a
- (2) The OCR clean up campaign continues to produce tangible results - 11 more safes were released for return to supply channels, making a total of 65 pieces of safe and non-safe filing equipment released to date. The campaign will conclude in another week.
- (3) The Shelf File Installation in the Office of Security has been completed; 530 letter nine (non-safe) cabinets were returned to stock.
- (4) Five new and 3 revised forms completed.

b. Intangible

Commented on a draft of a Training Aid Manual prepared by OTR for use by Intelligence Analysts.

2. Assignments - Active

a. Forms

25X1C4a (1) 12 new and revised forms in process.

- (2) Survey - Printing Services Division

(3) Reduction in [REDACTED] Requirements for Forms.

(4) Revision of Travel Order

(5) Revision of Chain Envelope and Courier Receipt

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4. Shell File Installation

- (1) Medical Staff
 - (2) Office of Communications - tentative floor plan prepared for one installation.
 - (3) Map Library Division/DR
 - (4) Office of Personnel - Official Personnel and Applicant Files
 - (5) Office of Security - Section 1 a (3).

C. Timeline Systematic

- (1) OGN/IR - Securing of area for Mock-up installation in process.
 - (2) Office of Personnel - subject filing system completed in 11 offices; next installation Personnel Operations Division.
 - (3) New Building Planning Staff - began development of filing system, development of forms and selection of filing equipment.

4. Audit and Revision of Record Control Standard

- (1) General Counsel
 - (2) National Staff

Appendix - Index

- a. OSI Subject-Humric Files Installations
 - b. Logistics Security Staff Card Index
 - c. Machine Records Division Files Survey

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Two new Area Records Officers (Office of Personnel and ORE) are receiving orientation and on-the-job training.

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